

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

RETIREMENT COUNSELOR – 10875

Salary: \$31,488.00 - \$47,757.60

Announcement Date: February 16, 2011

JOB INFORMATION

The Retirement Counselor is a permanent full-time position with the Retirement Systems of Alabama. Positions are located in Montgomery. This is technical work calculating service purchases and retirement allowance estimates.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university with a degree in any major.

NOTES

- Applicants may apply for this position during their last semester of college; however applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

ADDITIONAL REQUIREMENTS

- Overnight Travel
- Valid Alabama driver's license at time of appointment

BENEFITS

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam**
- The How to Prepare Guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.



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PERSONNEL DEPARTMENT

300 Folsom Administrative Building

Montgomery, Alabama 36130-4100

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www.personnel.alabama.gov



Jackie Graham
State Personnel Director
Paul D. Thomas
Deputy Director

State Personnel Board
Joe Dickson
James H. Anderson
Faye Nelson
John Carroll
Jon D. Barganier

MEMORANDUM

TO: Persons Interested in Continuous Announcements
FROM: State Personnel Director
SUBJECT: Weekday Testing for:

Effective immediately the State Personnel Department will administer written tests each month on a selected Friday for the job classifications shown below as follows:

Second Friday of the Month

Clerk	10121
ASA I	10196
ASA II	10197
ASA III	10198
Retirement Counselor	10875
Driver License Examiner I	60410
State Capitol Police	60637
Probation & Parole Officer	60901

Fourth Friday of the Month

Account Clerk	10601
Planning & Economic Development Specialist I/II	21230
Health Services Administrator I	40761
Financial Support Worker	50247
Classification Specialist	50340

Individuals wishing to take the written test on a Friday **must** call the State Personnel Department at (334) 353-3492 to receive instructions on testing scheduling. Candidates **must** have an accepted application on file prior to making a reservation.

TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 10:00 A.M. SEVEN WORK DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A TEST NOTIFICATION CARD BY MAIL AND MUST PRESENT THIS CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.

Friday tests will be conducted **ONLY** at the State Personnel Department Test Facility located at the following address:

3738 Atlanta Highway
Montgomery, Alabama 36109

*See the attached map and our website for exam center directions.

NOTE: Friday testing is being offered in addition to the regular statewide testing conducted throughout the year for these job classifications on Saturdays.

State Personnel Department Test Center

3738 Atlanta Highway
Montgomery, AL 36109
(334) 272-6245

